

## State Airport Aid Application Instruction Page

The following instructions are provided to assist in applying for State Airport Aid funds.

A cover letter is required from the sponsor. The letter should explain the need for the airport project in your community and the effect improvements will have on economic growth in your area of the state. A preliminary set of plans, specifications, and cost estimates must accompany the application as well as bid results if bid quotes are required. A Construction Quantities and Cost Sheet is included in the application for this purpose. A Daily Report Sheet is also included in the application for In-Kind Services reporting. This report sheet must be filled out for each day of In-Kind Services billed to the project. Two complete copies are to be mailed to the Arkansas Department of Aeronautics, #1 Airport Drive-3<sup>rd</sup> floor, Little Rock, AR. 72202.

Applications are accepted each working day of the month. Applications received after the last day of each month will be considered the next funding cycle. Applications will be reviewed during a 30-day waiting period after receipt by the Department. (Example: Applications received after the last working day of January will be acted on at the March meeting of the Commission.) Applications may be sent by FAX with hard copy to follow by mail. (FAX number is 501-378-0820)

Upon receipt of your application, you will be contacted by our office for an on-site review of the project. You will be notified by mail of the date, time, and place of the meeting in which your request will be brought before the Aeronautics Commission. You are encouraged to attend the meeting to address questions concerning your proposal. You will be notified by mail of the results of your request by the Aeronautics Commission.

Upon approval of a State Airport Aid grant, funds can be disbursed upon request when one-half of the total project (50%) is completed and documented (Partial Payment). Upon 100% completion of the project, a letter requesting final payment, submission of proper documentation, and inspection of the project, the remainder of state funds will be disbursed.

**If you have any questions concerning the grant process or grant accounting procedures, please feel free to contact our office at (501) 376-6781 or 1-800-376-6781.**

## State Airport Aid Application – Page 1

The City/County of \_\_\_\_\_, herein called "Sponsor", hereby makes application to the Arkansas Department of Aeronautics for State funds pursuant to Act 733 of 1977, for the purpose of aiding in financing a project for the development of a municipal airport located in the city of \_\_\_\_\_ Arkansas, \_\_\_\_\_ county.

Date of Request: \_\_\_\_\_

Name of Airport: \_\_\_\_\_

Name and address of City/County Commission  
sponsoring request:


Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Person to Contact about project:


Phone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Name and address of Engineering Firm  
(if applicable):


Contact Person: \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_

Describe the work to be accomplished: \_\_\_\_\_


State and Local Project Costs:  
Please indicate:

50-50% Match  
80-20% Match  
90-10% Match  
100%

Total Cost of Project	
Local Share/Funds	
Local Share/In-Kind	
State Share	

Federal AIP Projects:

AIP Number: \_\_\_\_\_

95-5% Match  
90-10% Match

Total Cost of Project:	
Federal Share:	
State Share:	
Local Share:	

## State Airport Aid Application – Page 2

Provide the information listed below as it applies to your project:

Funding:

Source of Funds: \_\_\_\_\_  
\_\_\_\_\_

Source of In-Kind Services: \_\_\_\_\_  
\_\_\_\_\_

Estimated starting date of project: \_\_\_\_\_

Estimated completion date of project: \_\_\_\_\_

Project will be for:                      New Airport |                      Existing Airport |                      |

Is land to be leased or purchased? \_\_\_\_\_

Description of land and cost per acre: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the Federal AIP Grant Number (if applicable): \_\_\_\_\_

State Legislators for your area:

State Senator: \_\_\_\_\_

State Representative: \_\_\_\_\_

### State Airport Aid Application – Page 3

The sponsor agrees to furnish the Arkansas Department of Aeronautics a copy of the legal instrument affecting use of the property for an airport. In application for a new landing site or expansion of existing facility, the FAA Form 7480-1, *Notice of Landing Area Proposal*, must be approved by the FAA before review for grant can be made by the State. Applications for hangar construction or renovation funds must include a signed lease agreement. This agreement must be in compliance with all FAA grant assurances. The application must be based on bids and include a calculated return on investment.

No land, hangars, or buildings purchased with State Grant funds may be sold or disposed of without State Aeronautics Commission prior approval. All requests for sale or disposal of property will be considered on an individual case basis. No hangar (funded by a grant from the Department of Aeronautics) shall be used for non-aviation purposes without State Aeronautics Commission prior approval. All requests for non-aviation use will be considered on a case-by-case basis. Failure to receive prior approval from A.D.A. concerning land and/or building use could result in the commission requesting grant refund from the Sponsor.

No airport accepting State Grant funding may issue an Exclusive Rights lease.

All applications for navigational aids (such as NDB or ILS) must have FAA site approval before a state grant can be approved.

All Grant applications involving Federal Airport Improvement Program (AIP) funding must be accompanied by the approved FAA grant agreement with grant number assigned.

If this project is approved by the Arkansas Department of Aeronautics, and is accepted by the sponsor, it is agreed that all developments and construction shall meet standard FAA construction practices as outlined in the specifications of this agreement. Runways, Taxiways, Parking Ramps, etc. shall have a base and a thickness that will accommodate the weight of aircraft expected to operate at this airport.

**All grant applicants (City and/or County) are totally responsible for compliance with all Federal, State, County, and City laws, Statutes, Ordinances, Rules, Regulations, and Executive Orders concerning contracts and purchases for which this grant is approved and issued.**

It is understood and agreed that should the sponsor fail to start this project within three (3) months of the Arkansas Department of Aeronautics' date of acceptance, that this grant is null and void. It is also agreed that this project shall be completed within one year from the date of acceptance of this grant by the Arkansas Department of Aeronautics. Applications for extension will be entertained if circumstances beyond the sponsor's control occur.

Funds will be disbursed according to Department procedures and final inspection of completed project (See payment instruction page). **Payment of grant funds are contingent upon the Department's biennium appropriation.**

IN WITNESS WHEREOF, the sponsor has caused this Application for State Airport Aid to be duly executed in its name, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Sponsor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

## APPLYING FOR PAYMENT OF APPROVED GRANT FUNDS

After your grant has been approved and you are ready for a partial or final payment, please provide the following documents to our office:

FOR 50-50%, 80-20%, 90-10% AND 100% STATE AIRPORT AID GRANTS, YOU MUST PROVIDE:

Letter requesting Payment (partial/final) stating completion of the project with the total amount of the project and the state share of the grant. Must be signed by City/County official or Airport Commissioner.

Invoices for all cash expenses (copies). Engineering estimates/payment requests or contracts are not acceptable to auditors and cannot be accepted by our agency.

Canceled checks to match all invoices – front and back of checks.

Copy of Deed, Title Insurance, Legal Fees (Land Purchases Only).

Daily time sheets for ALL in-kind work used as match for grant. The auditors will accept only ONE day of in-kind services on ONE Daily Report Form. The form must be filled out completely and signed by Supervisor and City/County Official. – **No Exceptions!**

An expense sheet outlining expenses/or a tape showing how the amount requested for payment was totaled.

FOR GRANTS MATCHING FEDERAL FUNDS, YOU MUST PROVIDE:

Letter requesting payment (final only) stating completion of the project. Must be signed by City/County Official or Airport Commissioner.

Copy of final Federal Aviation Administration Reimbursement Form (FAA form 271 or computer generated form accepted by the FAA).

**NOTE:** All City/County Airports participating in **Block grants** with the ADA must submit all payment requests to our office. The FAA will not process your payment of these grants.

WHAT YOU NEED TO RETAIN FOR YOUR FILES FOR AUDIT PURPOSES:

Original signed application requesting funds.

Letter of approval from State Office.

All amendment request/letter granting approval or denial of amendments.

Letter requesting payment (partial/final) or extension of time request for project.

All documents (originals) submitted to State office for final payment of grants.

Copy of State Warrant – Warrant is presented on final inspection and payment of grant.

A copy of plans, deeds or any documents submitted to State Office used for approval of grant.

If you have any questions concerning the process of submitting documentation for payment of your grant, please call our office at 1-800-376-6781. Ask for John Knight.

# ARKANSAS DEPARTMENT OF AERONAUTICS

## STATE AIRPORT AID GRANT CLASSIFICATIONS

**CURRENT JULY 2007**

### **SAAG 95-5% or 90-10% MATCH (FAA-STATE) (AIRPORT IMPROVEMENT PROGRAM (AIP/FAA))**

- \* Available to airports approved for Federal funding by FAA (NPIAS Airports)
- \* Limit of 5% or 10% of total project cost – State share not to exceed \$200,000
- \* Limit of one State grant per FAA grant – FAA federal grant number required
- \* Cash match required as per Federal Guidelines

### **SAAG 50-50% MATCH (STATE - LOCAL)**

- \* Available to all public owned/public use airports
- \* Limited to 50% of total project cost - State share not to exceed \$250,000
- \* Limit of one 50% grant per airport per fiscal year
- \* Cash and/or In-kind Match required (in-kind requires pre-approval)

### **SAAG 80-20% MATCH (STATE – LOCAL)**

- \* Available to all public owned/public use airports
- \* Limited to 80% of total project cost - State share not to exceed \$300,000
- \* Limit of one 80% grant per airport per fiscal year
- \* Cash and/or In-kind Match required (in-kind requires pre-approval)

### **SAAG 90-10% MATCH (STATE – LOCAL)**

- \* Available to all general aviation and non-primary commercial service public owned/public use airports
- \* Limited to 90% of total project cost - State share not to exceed \$100,000
- \* Limit of one 90% grant per airport per fiscal year
- \* Cash and/or In-kind Match required (in-kind requires pre-approval)

### **SAAG 100% GRANT (STATE ONLY)**

- \* Available to all public owned/public use airports
- \* SEE ATTACHED

# Daily Report

Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Location: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

Labor Cost					Equipment Cost				Materials Cost			
Name	SS#	Hours	Rate	Cost	Type	Hours	Rate	Cost	Type	Hours	Rate	Cost

SUB TOTAL \_\_\_\_\_

SUB TOTAL \_\_\_\_\_

SUB TOTAL \_\_\_\_\_

TOTAL COST \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
SIGNATURE OF CITY/COUNTY OFFICIAL

## CONSTRUCTION QUANTITIES AND COST

Page \_\_\_\_ of \_\_\_\_

Airport: \_\_\_\_\_

City: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible][illegible]